**Department Chair Performance Appraisal**

**Faculty:** **Supervisor:**

**Faculty Discipline/Dept:** **Appraisal Period:** **to**

**Rating Categories and Comments**-- The definitions of rating categories are listed below:

*Meets Expectations: Consistently* ***meets*** *the standards of the job duties/responsibilities.*

*Needs Improvement: Consistently* ***does not meet*** *the standards of the job duties/responsibilities. Improvement is* ***required****.*

*Unsatisfactory: Performance level is* ***unacceptable****.*

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| **Item** | **Description** | **Rating** | | |  |
| **ME** | **NI** | **U** | **NA** |
| Class Scheduling | Formulates class schedules, in collaboration with Associate Dean and/or Dean, using the established guidelines. |  |  |  |  |
| Assists in the coordination and formulation of new programs and curricula. |  |  |  |  |
| Adjunct Assignment | Assigns classes to adjunct faculty in collaboration with the Associate Dean and/or Dean. |  |  |  |  |
| Recommends to Associate Dean and/or Dean need for instructional substitutes. |  |  |  |  |
| Maintains responsibility for adjunct work schedules, course outlines, syllabi, and other personnel forms. |  |  |  |  |
| Adjunct Observation | Establishes department mentoring for new adjuncts |  |  |  |  |
| Conducts instructional observations of adjunct faculty and submits a written assessment to the Associate Dean. If needed, provides an improvement plan to remediate any areas needing additional focus identified through classroom observations and other methods of evaluation. |  |  |  |  |
| Textbook Adoption | Prepares textbook adoptions and all disciplines or program texts and supplemental materials. |  |  |  |  |
| Student Advising/Issue Resolution | Participates and coordinates the advising and counseling of students. |  |  |  |  |
| Compliance | Ensures that college and department policies are followed by adjuncts pertaining to requirements for work schedules, course outlines, syllabi, final exams, and final grade submission. |  |  |  |  |
| Department Budget | Makes recommendations for department and program budgets. |  |  |  |  |
|  | Informs Associate Dean and/or Dean of needed instructional supplies and equipment and maintenance of equipment. |  |  |  |  |
| College Service | Participates in department and college-wide committees. |  |  |  |  |
| Program Accreditation/ Program Review | When applicable, helps assure compliance of program for Program Review process or external accreditation or regulatory agencies which could include, but is not limited to, program oversight, self-studies, annual reports, site visits and facilities. |  |  |  |  |

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| Click here to enter text. |

***Supervisor Comments:***

Faculty’s Name (Please print) Faculty’s Signature Date

Supervisor’s Name (Please print)Supervisor’s Signature Date

***Note:*** *The faculty member’s signature does not necessarily indicate agreement with the performance appraisal results. The signature only indicates that the performance appraisal was discussed with the employee.*

**Date of Performance Appraisal Review:** Click or tap to enter a date.

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| **Click here to enter text.** |

**Faculty Member’s Comments: Faculty members may make any comments here within fourteen (14) working days after receiving this performance appraisal. All faculty members’ comments will be attached to this performance appraisal and filed in the faculty member’s personnel file. Attach additional sheets if necessary.**